

REAL ESTATE SERVICES

David H. Slaughter

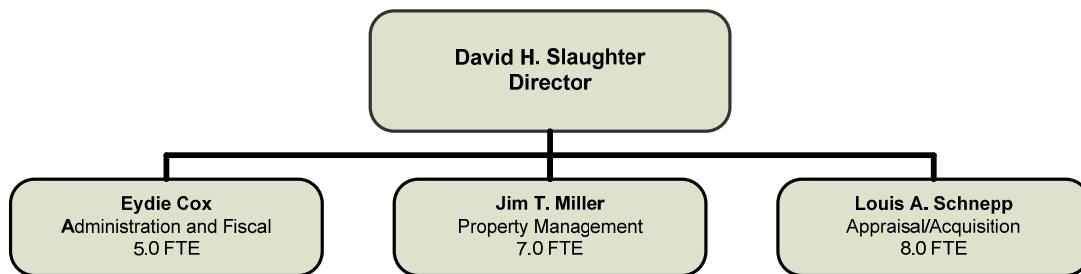
MISSION STATEMENT

The mission of the Real Estate Services Department (RESD) is to partner with county departments and other public agencies to develop innovative, professional processes and provide cost-effective, efficient, high quality and timely support to accomplish their real estate needs to include lease negotiations and documentation, property management, appraisal services, right-of-way acquisitions, land and building purchases, surplus property sales and maintenance of the database inventory of county-owned buildings, land and leased facilities.

STRATEGIC GOALS

1. Improve the quality and professionalism of services.
2. Improve the Department's fiscal services by automating manual fiscal functions and systems.
3. Improve customer service with departments that lease non-county owned space and/or lease county-owned space to others.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2007-08				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
<u>General Fund</u>					
Real Estate Services	2,634,078	1,542,667	1,091,411		24.0
Rents and Leases	101,179	101,179	-		-
Total General Fund	2,735,257	1,643,846	1,091,411		24.0
<u>Special Revenue Fund</u>					
Chino Agricultural Preserve	6,949,149	1,160,648		5,788,501	-
Total Special Revenue Fund	6,949,149	1,160,648		5,788,501	-
Total - All Funds	9,684,406	2,804,494	1,091,411	5,788,501	24.0

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.



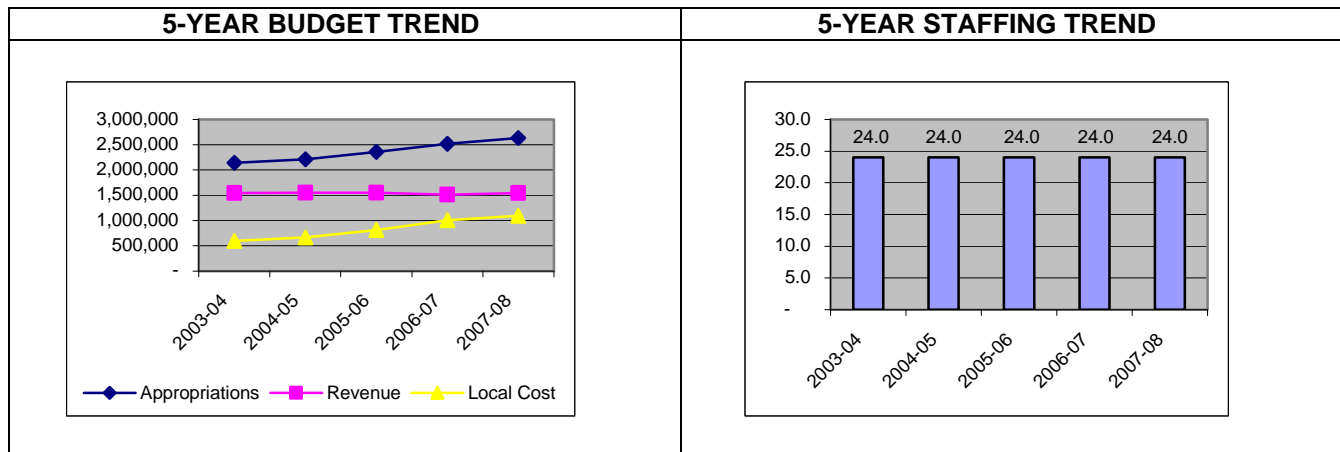
Real Estate Services

DESCRIPTION OF MAJOR SERVICES

RESD negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 240 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

RESD also provides appraisal, acquisition and relocation assistance for county departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.

BUDGET HISTORY

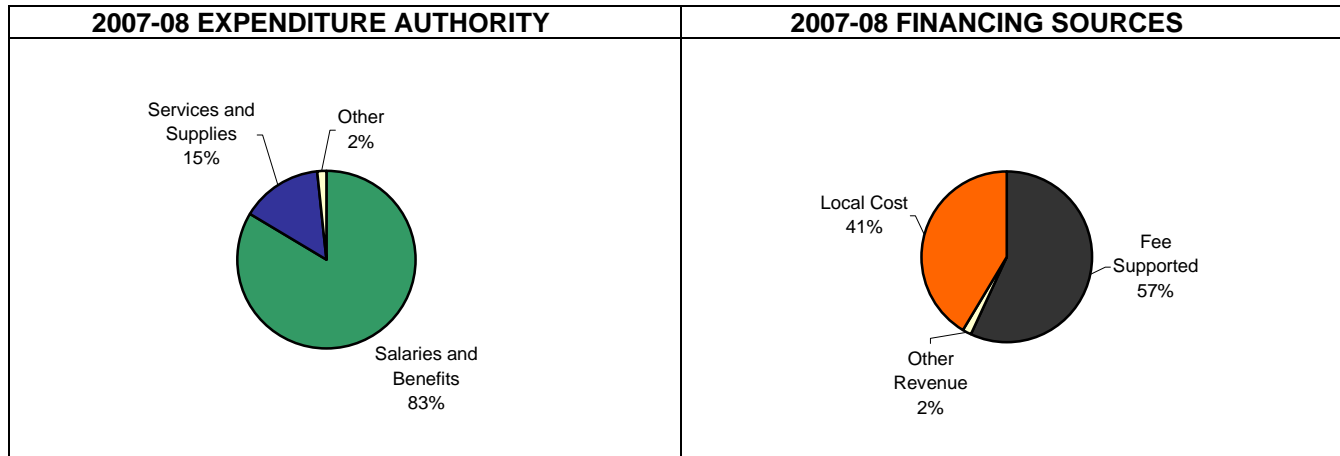


PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Estimate
Appropriation	1,787,098	2,011,922	2,092,315	2,514,897	2,343,699
Departmental Revenue	1,264,630	1,381,410	1,276,108	1,510,344	1,357,136
Local Cost	522,468	630,512	816,207	1,004,553	986,563
Budgeted Staffing				24.0	



ANALYSIS OF PROPOSED BUDGET



GROUP: Public and Support Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RPR
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2006-07 Final Budget	2007-08 Proposed Budget	Change From 2006-07 Final Budget
<u>Appropriation</u>							
Salaries and Benefits	1,576,841	1,773,588	1,895,182	2,096,233	2,200,629	2,284,678	84,049
Services and Supplies	173,204	187,224	145,557	174,227	241,029	352,839	111,810
Central Computer	12,831	17,519	35,953	44,025	44,025	54,578	10,553
Transfers	24,222	22,658	15,623	29,214	29,214	41,983	12,769
Total Exp Authority	1,787,098	2,000,989	2,092,315	2,343,699	2,514,897	2,734,078	219,181
Reimbursements	-	-	-	-	-	(100,000)	(100,000)
Total Appropriation	1,787,098	2,000,989	2,092,315	2,343,699	2,514,897	2,634,078	119,181
Operating Transfers Out	-	10,933	-	-	-	-	-
Total Requirements	1,787,098	2,011,922	2,092,315	2,343,699	2,514,897	2,634,078	119,181
<u>Departmental Revenue</u>							
Use Of Money and Prop	59,626	45,245	38,551	38,000	46,000	44,611	(1,389)
Current Services	1,205,004	1,336,165	1,237,557	1,319,136	1,464,344	1,498,056	33,712
Total Revenue	1,264,630	1,381,410	1,276,108	1,357,136	1,510,344	1,542,667	32,323
Local Cost	522,468	630,512	816,207	986,563	1,004,553	1,091,411	86,858
Budgeted Staffing					24.0	24.0	-

Salaries and benefits of \$2,284,678 fund 24.0 positions, which is an increase of \$84,049 due to a Board-approved reclassification, MOU increases, and workers' compensation and retirement rate adjustments. On March 20, 2007, the Board approved the reclassification of 1.0 vacant Office Specialist (pay range 35) to Secretary II (pay range 38) to better align the classification with the actual duties of the position.

Services and supplies of \$352,839 include contracted appraisal, architectural, and space design services. The increase of \$111,810 is primarily for architectural and space design services to be completed for large projects.

Transfers of \$41,983 are primarily for personnel and payroll services. The increase of \$12,769 reflects adjustments for payroll processing, classified advertising costs paid to the Human Resources Department, and EHAP charges.



Reimbursements of \$100,000 are for architectural and space design services to be completed for large projects.

Current services revenue of \$1,498,056 is received from non-general fund departments and non-county governmental entities for services rendered. The increase of \$33,712 is due to additional projects anticipated in 2007-08. This is partially offset by a decrease of \$1,389 from concessions revenue, which is received for administering contract vending machine services in various county-owned buildings.

PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Estimated	2007-08 Projected
Percent of leases in new locations in excess of 5,000 square feet for which architectural and space design plans have been completed.	100%	N/A	100%
Percent of projects (leases for more than 10,000 square feet of space or acquisitions that include five or more parcels) utilizing a project schedule.	100%	N/A	100%
Increase the total percentage of fiscal tasks that are automated. (There are approximately 260 fiscal tasks to be automated.)	N/A	15% (40)	62% (160)
Percentage of expenditure leases adjusted timely and accurately, in accordance with contract terms.	N/A	70%	90%
Percent of leases, appraisals, and surplus property sales completed within the projected schedule.	90%	90%	100%
Percent of amendments submitted for Board approval at least 30 days prior to the scheduled termination date of the existing lease.	90%	90%	100%

